

United Arab Emirates Jobs Expertini®

Legal Compliance Manager

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Company: Michael Page International (UAE)

Location: dubai

Category: other-general

About Our Client A global aviation serviced firm headquartered in Dubai.Job

DescriptionMaintain Global entity administration: directorships, share transfers, corporate changesManage Blueprint and create corporate structure chartsOrganise board activities and written resolutions, obtain authorisations for day-to-day businessCoordinate service approvals and weekly internal meetingsLiaise with global company secretaries and service providersKey contact for specified registry in Legal Compliance TeamCoordinate new entity in-corporations globallyPromptly complete KYC requests, facilitate policy trainingGenerate compliance reports and metrics The Successful ApplicantUndergraduate Degree in relevant discipline, preferably Law3-4+ years of experience in a Corporate Legal Department, Law Firm or Corporate Service Provider Qualification from the Chartered Governance Institute UK & Ireland or equivalent is preferred, or training in corporate secretarial practiceBlueprint experience is preferable Excellent PC skills and attention to detail Experience in coordinating board and annual meetings, corporate filings and preparing corporate documentationWhat's on OfferThe chance to join an established compliance team with great progression opportunitiesTax-free salary and competitive benefits package

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